



## REQUEST FOR PROPOSAL

1. The Philippine Institute for Development Studies (PIDS) invites all eligible individual consultants to submit proposals for the **Sector Expert/Consultant for Second Congressional Commission on Education – Technical and Vocational Education and Training Study on Review of Technical Education and Skills Development Authority Scholarship Programs.**
2. The Approved Budget for the Contract (ABC) is **PhP548,100.00.**
3. Interested consultants must submit the following documents using PIDS the prescribed forms:
  - a) Curriculum Vitae of the proposed Consultant(s)<sup>1</sup>
  - b) Technical Proposal Form<sup>1</sup>
  - c) Financial Proposal Form<sup>1</sup>
  - d) Filled out Data Privacy Notice and Personal Data Protection Form<sup>1</sup>
  - e) Statement of Completed contracts<sup>2</sup>
  - f) Statement of All Ongoing and Awarded But Not Yet Started Contracts<sup>2</sup>
  - g) Notarized Omnibus Sworn Statement (for ABC above PhP50,000.00)<sup>1</sup>
  - h) Income/Business Tax Returns (for ABC above PhP500,000.00)<sup>1</sup>
  - i) PhilGEPS Registration Number (certificate or screenshot)<sup>1</sup>
  - j) Valid Mayor's/Business Permit (Firm) or BIR Certificate of Registration<sup>3</sup> (Individual).
4. Interested consultants may obtain further information from the Procurement Management Division at telephone via email at [procurement@pids.gov.ph](mailto:procurement@pids.gov.ph).
5. The Institute shall adopt the Quality-Based Evaluation procedure in selecting consultants based on the attached Terms of Reference.
6. The deadline for submission of proposals is on **21 May 2024 (5:00 PM)** addressed to:

The BAC Chairperson for Consultancy  
Services c/o The BAC Secretariat  
Procurement Management Division  
18/F Three Cyberpod Centris – North Tower, EDSA cor. Quezon Ave., Quezon City

Proposals may also be submitted through email at [procurement@pids.gov.ph](mailto:procurement@pids.gov.ph).

7. PIDS reserves the right to reject any or all of the proposals, declare a failure of bidding, or not award the contract if there is evidence of collusion, including any act that restricts, suppresses, or nullifies competition, or if there is a failure to follow the prescribed bidding procedures. PIDS also reserves the right to waive any required formality in the proposals received and select the proposal it determines most advantageous to PIDS.

**DR. VALERIE GILBERT T. ULEP**

Chairperson  
PIDS-BAC for Consultancy Services

Reference No.:2024-145 (Repost)

<sup>1</sup>Applicable for individual consultants and firms

<sup>2</sup>Applicable for firms only

<sup>3</sup> Individual consultants must issue Official Receipt (OR) during payment.

**Philippine Institute for Development Studies****TERMS OF REFERENCE****Sector Expert/Consultant**

for

**Second Congressional Commission on Education- Technical and Vocational Education and Training (EDCOM II-TVET) study on Review of Technical Education and Skills Development Authority (TESDA) Scholarship Programs****1. Background and Rationale**

The Philippine Institute for Development Studies (PIDS) serves as the research arm of the Second Congressional Commission on Education (EDCOM II) created under Republic Act No. 11899.

Section 3 of the law states that the objective of creating EDCOM II is to undertake a comprehensive national assessment and evaluation of the performance of the Philippine education sector to determine transformative, concrete and targeted reforms in the sector. The national education assessment shall include the following:

1. Review of the observance of the mandates of the laws that created the three education sub-sectors, namely the Department of Education (DepEd), the Commission on Higher Education (CHED) and the Technical Education and Skills Development Authority (TESDA);
2. Determination of factors that have contributed to the continuing failure in learner performance on identified subject areas to meet the desired international and local standards;
3. Recommendations comprising of specific, targeted and time-bound solutions to enable the education sub-sectors to improve performance vis-à-vis measurable indicators and deliver accessible, inclusive and quality education that is at par with world standards;
4. Identification of best practices of various national and international educational institutions that can be adopted across the entire education system;
5. Proposal for a monitoring and evaluation plan to ensure the timely achievement of set targets; and
6. Determination of the role of local government units in the delivery of basic education services.

**2. Objectives of the Study**

## General

Understand better the operations and effectiveness of TESDA scholarship programs in promoting access to TVET particularly for the poor.

## Specific

1. Review the programming, allocation of resources, targeting, and distribution of TESDA scholarship programs

2. Assess its impact on internal and external efficiency of TVET training.
3. Provide policy and operational recommendations.

### 3. Objectives of the Consultancy

- To serve as co-Principal Investigator/Sector Expert in the conduct of the study from inception to presentation to stakeholders in various for a.
- To provide expert-level inputs for the duration of the study.
- To ensure achievement of study's goals and objectives.

### 4. Scope of Work, Deliverables, and Schedule of Payment Releases

Under the guidance and technical oversight of a PIDS Research Fellow who serves as Project Director, the Consultant<sup>1</sup> will be assigned as **Co-Principal Investigator / Sector Expert**. He/ She is expected to work with the Project Team and undertake the following tasks/activities<sup>2</sup>:

1. Co-write with the Project Director/Principal Investigator, and other members of the study team the required reports and participate in the conduct of project activities such as:
  - a. Research Study Inception Report
  - b. Desk review of relevant literature
  - c. Data gathering, analysis and presentation
  - d. Draft Discussion Paper
  - e. Policy Notes
  - f. Research workshop presentation
  - g. Final research report/Discussion Paper
  - h. Presentation of findings to the EDCOM II
  - i. Other documents as required of the Project
2. Liaise with the Project Director/Principal Investigator for their inputs in the reports; consolidate, review and integrate their submitted outputs, and ensure timely submission of deliverables;
3. Provide inputs to a data management and quality control plan which will be used for data collection;
4. Assist in supervising and performing data collection, processing, and analysis; lead the implementation of the research design;
5. Moderate Key Informant Interviews (KIIs) and Focus Group Discussions (FGDs) sessions, and attend consultation meetings as needed by the team;
6. Present the findings of the study in an internal research workshop and before the EDCOM II together with the Project Director/Principal Investigator and other consultants;

<sup>1</sup>The consultant may be an individual or a firm.

<sup>2</sup> If the consultant needs to undertake physical/face-to-face interviews and data collection and related activities, the consultant has to ensure compliance with existing and future policies, rules, and resolutions as may be issued by concerned government agencies pertaining to health and safety.

7. Sign a Non-Disclosure Undertaking with PIDS. Any information gathered and generated in the implementation of the project shall be processed subject to the applicable provisions of the Republic Act No. 10173, known as the “Data Privacy Act of 2012” and its Implementing Rules and Regulations and relevant issuances of the National Privacy Commission (NPC);
8. Others as may be assigned by the Project Director/Principal Investigator.

The specific research approach will be fully discussed in the inception phase and once the consultants are onboard.

The Consultant will prepare the following outputs based on the schedule below:

| <b>Activities and Deliverables</b>   | <b>Due Dates</b>                     | <b>Payment Tranches</b> |
|--|--------------------------------------|-------------------------|
| <ul style="list-style-type: none"> <li>• Inception Report describing in detail the methodology, workplan, and schedule of activities</li> </ul>  | 3 weeks upon signing of the contract | 15%                     |
| <p><b><i>PHASE 1 – Literature Review and Data Gathering and Analyses</i></b></p> <ul style="list-style-type: none"> <li>• Review of the Relevant literature</li> <li>• Data gathering and analyses<sup>3</sup></li> </ul>  | September 30, 2024                   | 20%                     |
| <p><b><i>PHASE 2 – Report Writing and Feedback</i></b></p> <ul style="list-style-type: none"> <li>• Draft Discussion paper<sup>4</sup></li> <li>• Research workshop presentation</li> </ul>  | October 30, 2024                     | 25%                     |
| <p>Inputs to the following reports:</p> <ul style="list-style-type: none"> <li>• Final research report/Discussion Paper<sup>5</sup> and presentation of findings to the EDCOM II</li> <li>• Policy notes</li> </ul>  | November 29, 2024                    | 30%                     |
| <p><b><i>TERMINAL REPORTING</i></b></p> <ul style="list-style-type: none"> <li>• Terminal Report; and</li> <li>• Turnover of data including datasets, recordings and transcript of KIIs and FGDs; and materials used for the whole project.</li> <li>• Certification indicating the turnover of as well as the deletion of such data and that it will allow PIDS to verify if the data is complete.</li> </ul> | December 16, 2024                    | 10%                     |

NOTE: Payments will be based on the acceptance and approval by PIDS of the corresponding outputs

<sup>3</sup>The transcription document must not reveal the respondent/resource person's identity, nor allow the identification of the respondent/resource person when put together with other information. As such, the names of specific people (and places, if mentioning it will allow the identification of the respondent/resource person) must be replaced with generic terms (e.g. Respondent 1; Source 1; City 1). A separate masterlist containing the identification key/code shall be submitted as an annex to the transcription.)

<sup>4</sup>For applicable outputs, the draft and final reports submitted by the consultants should be aligned with the following guidelines: PIDS' Guide in the Preparation of Manuscript for Publication and General Guidelines in Preparing and Formatting a PIDS Discussion Paper, Guidelines in the preparation of Policy Notes.

<sup>5</sup>For research outputs that will be released as a PIDS Discussion Paper (DP), the consultant shall prioritize the publication outlets of PIDS, particularly the peer-reviewed Philippine Journal of Development (PJD) and Research Paper Series (RPS). If the DP is not selected by PIDS Management for publication either as a PJD article or an RPS issue, the consultant may identify other dissemination outlets outside of PIDS. Guidelines for Authorship in PIDS Research Projects shall apply.

## 5. Qualifications of the Consultant

Required Qualifications:

- Master’s or PhD in technical and vocational education, education, public administration, economics, or related fields
- At least 4 years of relevant experience in TVET, education, public administration, economics, or related fields

Desirable Qualifications:

- Advanced technical writing and verbal communication skills
- Able to manage queries and correspondence as needed

## 6. Project Duration

The engagement will commence from signing of contract until **December 30, 2024**. The Consultant’s work must be completed within this period, and no man days will be chargeable after this date.

## 7. Approved Budget for the Contract

The approved budget for this consulting service is up to **Php 548,100.00**, depending on the qualifications. This amount covers the professional fees of the Consultant. It does not include the costs of data collection (such as FGDs, KIIs and surveys and logistical costs), which will be defrayed by PIDS. PIDS shall not cover hospitalization and other COVID-related health expenses of the consultant as no employer-employee relationship exists between the PIDS and the Consultant.


## 8. Evaluation Criteria

a. The Consultant will be evaluated based on the following criteria:

|  |             |
|--|-------------|
| <p>Required qualifications</p> <ul style="list-style-type: none"> <li>• Master’s or PhD in technical and vocational education, education, public administration, economics, or related fields</li> <li>• At least 4 years of relevant experience in TVET, education, public administration, economics, or related fields</li> </ul> <p>Desirable qualifications</p> <ul style="list-style-type: none"> <li>• Advanced technical writing skills and verbal communication skills</li> <li>• Able to manage queries and correspondence as needed</li> </ul> | 50%         |
| <p>Plan of approach and methodology</p> <ol style="list-style-type: none"> <li>Clarity, feasibility, innovativeness, and comprehensiveness of the approach</li> <li>Incisive interpretation of problems and reflection of suggested solutions</li> </ol>   | 50%         |
| <b>Total</b>   | <b>100%</b> |

b. Detailed rating sheet (see attached file)

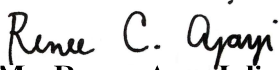
Prepared by:

  
**Dr. Connie B. Dacuycuy**  
Project Director

Reviewed by:

**Ms. Christine Ruth Salazar (on-leave)**  
Division Chief, Research Program Management Division

Approved by:

  
**Ms. Renee Ann Jolina C. Ajayi**  
Department Manager III, Research Services Department

Digitally signed by Ajayi Renee  
Ann Jolina Catibog  
Date: 2024.04.11 17:54:45 +08'00'